

# **PBMA Enhanced Security Work Group Release Notes**

## **December 6, 2004**

### **Major Enhancements**

#### **Version Control**

Members can now track versions of their documents in the Document Library and External Links tool with PBMA Enhanced Security Work Group's powerful new version control feature. As members modify their document, a comprehensive version history is kept at the same time. New versions are saved to a separate location, leaving previous versions intact and creating an audit trail of changes.

#### **Calendar Reminders**

Allows users to set a reminder for calendar entries. Members will never miss an important calendar entry as e-mail reminders can be set on any upcoming calendar entry and reminders are sent directly to your inbox.

#### **Discussion Threaded View**

Allows members to have discussions shown in a truly threaded view for easier navigation. The threaded view displays all messages in a nested format, grouping replies together so that all messages can be read in a logical sequence.

### **Minor Fixes & Enhancements**

- Improvement in the Discussion Forum to enable notification to members of new topic after a topic has been edited.
- Change to display number of voters rather than votes, to account for multiple-vote polls.

## Founders and Administrators Section

- **Enable Version Control**

















- Work Group Administrators go to the **Administration** section
- Under the Content Management section click on the **Content Versioning**
- Select which tools you would like to enable
- Click on the **Save Changes** button
- Under the Flag existing items column, 2 links for each tool will appear with the option to turn on/off version control for all documents.

	Version Control Available	Flag existing items
Document Library	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<a href="#">Turn on version control for all document library</a> <a href="#">Turn off version control for all document library</a>
External Links	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<a href="#">Turn on version control for all external links</a> <a href="#">Turn off version control for all external links</a>
<input type="button" value="Save Changes"/>		

- Click on *Turn on version control for all document library* or *Turn off version control for all document library*
- Check the box next to *Yes, I understand that this will affect all document library in this tool*
- Click on the **Proceed** button.

- **Enable Reminders (This option can only be configured by Work Group Founders)**

- Work Group Founders go to the **Administration** section
- Under the Basic Settings section click on the **Tool Configuration**
- Check the box under the Subscription column to enable Reminders for that tool

	Active	Subscription	Default
What's New 	<input checked="" type="checkbox"/>	---	<input checked="" type="radio"/>
Explorer 	<input type="checkbox"/>	---	---
Search 	<input checked="" type="checkbox"/>	---	---
Announcements 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Document Library 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Images 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Databases 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Calendar 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Polls 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Discussion Forums 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
External Links 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Members 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Invite 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Chat 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Affiliates 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
Feedback 	<input checked="" type="checkbox"/>	---	<input type="radio"/>
<input type="button" value="Apply Changes"/> <input type="button" value="Reset"/>			

- Click on the **Apply Changes** button

## User Section

### Add a document to version control

- To add a document to the version control system, the check box next to *Track version history for this File* must be checked when Adding or Editing a document

Announcements  
Document Library  
Images  
Databases  
Calendar  
Polls  
Discussion Forums  
External Links  
Members  
Invite  
Chat  
Affiliates  
Feedback  
Preferences  
Administration  
Main  
Logout

File \*  
C:\Documents and Settings [Browse...]  
[Select multiple files](#)  
Select "Files of type: All Files (\*.\*)" in the File Upload dialog.  
Maximum individual file size: **101,947 KB**

Name \*  
PBMA Secure Work Groups Chz

Description

Folder \*  
General

☐ Link to related content  
☐ ~~Modify permissions after posting~~  
☒ Track version history for this File

Add Cancel

### Version History

- Under the Version History section of each document the user has the option to turn off version control for that document or to add a new version

Version History

1.0	PBMA Secure Work Groups Charter fa2001-150.doc (157 KB) Posted by <a href="#">Jeffrey Hawley</a> Dec 7, 2004 11:44 AM Revision notes: Original version
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[Add new version](#)  
 [Turn off version control for this item](#)

- The user will now have the option to:
  - Lock the file for a period of time and download the file
  - Upload a minor or major version to be added to the version history
  - Lock the file for a period of time

**Lock File**

This File must be locked prior to editing. Other users will not be able to edit it while it is locked. Once locked, a new version can be added.

**Lock expiration date \***  
12-14-2004  
MM-dd-yyyy

This File will be locked until 11:59 pm on the selected date. The lock will be automatically released if the File is not edited by this date.

☒ Send me reminder email 2 days prior to the lock expiration date.

**Lock and edit options**

☐ Lock and download File for offline editing.  
☒ Lock and edit/upload new File now  
☐ Lock only (edit/upload new File later)

Lock Cancel

## Set a Calendar Reminder

- Reminders can be set two ways:



1. With the **Set Reminder** link. This will set a reminder for you alone.
2. With the **Reminder** button on the top tool bar. Here you will be able to view who has a reminder set and who does not, set individual reminders, set group reminders and remove an individual from a group reminder.

## Threaded Discussion Forum

- To view a threaded view of a discussion:
  - Click on the Discussion
  - Click on the **Display threaded view**, and a window will pop up with a threaded view of the discussion

